



CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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JOHN J. HOFFMAN
Acting Attorney General

JENNIFER E. FRADEL
Administrator

June 30, 2015
NOTICE OF JOB VACANCY
#15-113

An opportunity currently exists in the unclassified service within the Department of Law and Public Safety, Division of State Police for applicants who meet the requirements listed below:

TITLE: **Government Representative 2**

SALARY: \$70,000.00 - \$75,000.00

LOCATION: Division of State Police
Office of the Deputy Superintendent of Homeland Security
Emergency Management Section
River Road
W. Trenton, NJ 08628-0068

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES:

Assist the State Coordinator/SPOCs with supervisory official reviews, review and approve property requisitions and resource justifications, perform on-site inspections of DoD property in the custody of receiving law enforcement agencies, develop, maintain, and implement standards and procedures to include the Memorandum of Understanding, State Plan of Operations and Senate Bill #2364, develop training and educate state, local and county participants, control and track inventory through the Federal administrative database (AMPS, RTD and FEPMS), screen applicants and control program user rights, fulfill liaison responsibilities between the Department of Defense and the State of New Jersey, provide administrative and technical support to the State Coordinator/SPOCs and related entities, provide statistical analysis of program resource distribution.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Five (5) years of experience involving government administration, investigative work, record examination, inventory control, personnel instruction, training, policy and procedure development, law enforcement and emergency operations functions, and/or management operations of a governmental or business entity, at least two (2) years of which shall have involved responsibility for some aspect of government program administration. Knowledge of the Law Enforcement Support Office (LESO) 1033 program and guidelines for County and Local users is preferred but not required.

NOTE:

Thirty (30) semester hour credits from an accredited college or university may be substituted for each year of the indicated experience.

If you are interested in the above position, please send a resume with attached cover letter indicating your interest no later than the closing date of July 20, 2015 to:

Teresa Kuntz, Manager 1
Division of State Police
Office of Human Resources
PO Box 7068, W. Trenton, NJ 08628-0068
njsp_resumes@gw.njsp.org

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.